

<b>JOB NO.</b>		<b>C.S. ART/PRINT FILE NO.</b>		<input type="checkbox"/> <b>CUSTOMER WILL PICK-UP JOB (CALL WHEN READY)</b>		CENTRAL SERVICES									
						<b>ART/REPRODUCTION REQUEST FORM</b>									
<b>SHIP TO:</b> (Department, agency or Mail Services)						<b>1st PERSON TO CONTACT</b>		<b>2nd PERSON TO CONTACT</b>							
<b>ADDRESS</b>						<b>TELEPHONE NO. EXT.</b>		<b>FAX NUMBER</b>							
		<b>BOXES SHIPPED</b>		<b>ENVELOPE SHIPPED</b>		<b>BILL TO:</b> (only if other than ship to)									
<b>TITLE OF PROJECT (F# if applicable)</b>						<b>ADDRESS</b>									
<b>NAME OF DIGITAL FILE(S)</b>						<b>E-MAIL ADDRESS</b>									
<b>DATE OF REQUEST</b>		<b>DATE &amp; TIME REQUIRED</b>		<b>ART RECEIVED</b>		<b>TO PRINT</b>		<b>PRINT DUE</b>		<b>EST. ART COST/BY</b>		<b>AUTHORIZED SIGNATURE (for request)</b>			
				<b>ART DUE</b>		<b>PRINT RECEIVED</b>		<b>TO MAIL</b>		<b>EST. PRINT COST/BY</b>					
<b>BILLING CODE NO.</b> (required to process order)				<b>COFRS DOC I.D.</b> (for C.S. use only)						<b>DATE CALLED, FAXED OR MAILED</b>					
<b>YOUR Q,A,P NUMBER (9 digit COFRS code)</b> <div style="border: 1px solid black; padding: 2px;"> <div style="display: inline-block; width: 10px; height: 10px; background-color: black; margin-right: 5px;"></div> <div style="display: inline-block; width: 10px; height: 10px; background-color: black; margin-right: 5px;"></div> <div style="display: inline-block; width: 10px; height: 10px; background-color: black; margin-right: 5px;"></div> <div style="display: inline-block; width: 10px; height: 10px; background-color: black; margin-right: 5px;"></div> <div style="display: inline-block; width: 10px; height: 10px; background-color: black; margin-right: 5px;"></div> <div style="display: inline-block; width: 10px; height: 10px; background-color: black; margin-right: 5px;"></div> <div style="display: inline-block; width: 10px; height: 10px; background-color: black; margin-right: 5px;"></div> <div style="display: inline-block; width: 10px; height: 10px; background-color: black; margin-right: 5px;"></div> <div style="display: inline-block; width: 10px; height: 10px; background-color: black; margin-right: 5px;"></div> <div style="display: inline-block; width: 10px; height: 10px; background-color: black; margin-right: 5px;"></div> </div>				<div style="display: flex; justify-content: space-around; font-weight: bold;"> <span>I</span><span>T</span><span>A</span><span>E</span><span>A</span> </div>				<div style="display: flex; justify-content: space-around; font-weight: bold;"> <span></span><span></span><span></span><span></span><span></span><span></span><span></span><span></span><span></span><span></span><span></span><span></span><span></span><span></span> </div>				<div style="display: flex; justify-content: space-between;"> <div style="width: 30%; text-align: center;"> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> <div style="display: inline-block; width: 10px; height: 10px; background-color: black; margin-right: 5px;"></div> <div style="display: inline-block; width: 10px; height: 10px; background-color: black; margin-right: 5px;"></div> <div style="display: inline-block; width: 10px; height: 10px; background-color: black; margin-right: 5px;"></div> <div style="display: inline-block; width: 10px; height: 10px; background-color: black; margin-right: 5px;"></div> <div style="display: inline-block; width: 10px; height: 10px; background-color: black; margin-right: 5px;"></div> <div style="display: inline-block; width: 10px; height: 10px; background-color: black; margin-right: 5px;"></div> <div style="display: inline-block; width: 10px; height: 10px; background-color: black; margin-right: 5px;"></div> <div style="display: inline-block; width: 10px; height: 10px; background-color: black; margin-right: 5px;"></div> <div style="display: inline-block; width: 10px; height: 10px; background-color: black; margin-right: 5px;"></div> <div style="display: inline-block; width: 10px; height: 10px; background-color: black; margin-right: 5px;"></div> </div> </div> <div style="display: flex; justify-content: space-around; font-weight: bold;"> <span>IT DATE</span><span>ACCT PRD</span><span>BUD FY</span> </div> </div>			
				<div style="display: flex; justify-content: space-around; font-weight: bold;"> <span></span><span></span><span></span><span></span><span></span><span></span><span></span><span></span><span></span><span></span><span></span><span></span><span></span><span></span> </div>				<div style="display: flex; justify-content: space-around; font-weight: bold;"> <span></span><span></span><span></span><span></span><span></span><span></span><span></span><span></span><span></span><span></span><span></span><span></span><span></span><span></span> </div>							
<b>TYPE OF REQUEST</b>										<b>ARTWORK/SAMPLE INCLUDED?</b>		<b>PAPER COLOR SEQUENCE</b>			
<input type="checkbox"/> <b>ART REQUIRED</b> <input type="checkbox"/> <b>PRINTING REQUIRED</b> <input type="checkbox"/> <b>QUICK COPY REQUIRED</b> <input type="checkbox"/> <b>MAIL</b> (call Mail Services to arrange for scheduling and processing of your mailing) <input type="checkbox"/> <b>OTHER</b> (use Special Instructions area)										<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>					
<b>NO. OF ORIGINALS</b>		<b>PRINT QUANTITY</b>		<b>INK COLOR(S)</b>		<b>FINISHED SIZE</b>				<b>PAPER STOCK (weight and color)</b>				<b>PARTS</b>	
				<input type="checkbox"/> <b>BLACK</b> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>		<input type="checkbox"/> <b>CUT TO:</b> <input type="checkbox"/> <b>FOLD TO:</b> <input type="checkbox"/> 4 1/4 x 5 1/4 <input type="checkbox"/> 5 1/4 x 8 1/4 <input type="checkbox"/> 8 1/4 x 11 <input type="checkbox"/> 8 1/4 x 14 <input type="checkbox"/> 11 x 17 <input type="checkbox"/> <b>LETTERFOLD SIZE (#10 ENV)</b>				<input type="checkbox"/> <b>BOND</b> _____ <input type="checkbox"/> <b>NCR 2 3 4 5 6</b> <input type="checkbox"/> <b>TEXT</b> _____ <input type="checkbox"/> <b>IF NON-STD. SEQ., USE*</b> _____ <input type="checkbox"/> <b>COVER</b> _____ <input type="checkbox"/> <b>TRANSPARENCIES</b>					
<b>PRINT</b>						<b>PUNCHING</b>				<b>TYPE OF BINDING</b>				<b>PADDING</b>	
<input type="checkbox"/> <b>FRONT ONLY</b> <input type="checkbox"/> <b>HEAD TO HEAD</b> <input type="checkbox"/> <b>FRONT &amp; BACK</b> <input type="checkbox"/> <b>HEAD TO FOOT</b>						<input type="checkbox"/> <b>GBC</b> <input type="checkbox"/> <b>VELO BIND</b> <input type="checkbox"/> <b>OTHER</b> <input type="checkbox"/> <b>SCORE</b> <input type="checkbox"/> <b>PERFORATE</b>				<input type="checkbox"/> <b>COLLATE/INSERT</b> <input type="checkbox"/> <b>SIDE STITCH</b> <input type="checkbox"/> <b>SADDLE STITCH</b> <input type="checkbox"/> <b>CORNER STAPLE L R</b> <input type="checkbox"/> <b>TAPE BIND (Q.C. ONLY)</b> <input type="checkbox"/> _____					
<b>DRILLING</b>						<b>OTHER</b>				<b>SHEETS PER PAD</b> _____				<b>SETS PER PAD</b> _____	
<b>NO. OF HOLES</b> <b>SIDE</b> <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 8 1/4 x 2 <input type="checkbox"/> 11 <input type="checkbox"/> 14 <input type="checkbox"/> _____ <input type="checkbox"/> _____						<input type="checkbox"/> <b>SCORE</b> <input type="checkbox"/> <b>PERFORATE</b>				<input type="checkbox"/> <b>TAPE BIND (Q.C. ONLY)</b> <input type="checkbox"/> _____					
<b>FOR QUICK COPY USE ONLY</b>															
<b>DATE RECEIVED</b>		<b>IMPRESSIONS</b>		<b>BINDERY</b>		<b>PAPER STOCK</b>		<b>20# BOND (Colors)</b> \$ _____		<b>TRANSPARENCY</b> \$ _____					
<b>DATE PRINTED</b>		<b>DOCUTECH</b>		<b>QUICK COPY</b>				<b>TEXT (70# - 60#)</b> \$ _____		<b>OTHER</b> \$ _____					
<b>PROOF REQUIRED</b> <input type="checkbox"/>		<b>COLOR PRINTER</b>		<b>PRINT SHOP</b>				<b>COVER/INDEX</b> \$ _____							
								<b>TAB DIVIDERS</b> \$ _____							
<b>COST CODE</b>		<b>CS NUMBER</b>		<b>CS NUMBER</b>		<b>CS NUMBER</b>		<b>COST CODE</b>		<b>CS NUMBER</b>		<b>OPERATOR INIT.</b>		<b>TOTAL COST</b>	
		<b>AB</b>		<b>C</b>		<b>D</b>		<b>06</b>		<b>E</b>				<b>\$</b>	
<b>SPECIAL INSTRUCTIONS (brief description of work desired)</b>															

# Art/Reproduction Request Form instructions

**JOB NO.**—YOU SHOULD ASSIGN A JOB NUMBER ( MAXIMUM OF 6 CHARACTERS) IN THIS AREA FOR TRACKING PURPOSES. SHOULD YOU NEED TO KNOW THE STATUS OF YOUR JOB, IT WOULD BE EASY TO TRACK IT, USING THIS NUMBER. *YOU SHOULD CREATE A UNIQUE NUMBERING SYSTEM FOR YOUR AGENCY.*

**SHIP TO: (Department or agency)**—Name of agency or department that will receive the finished product.

**ADDRESS**—Complete street address with **room number or floor number**.

**9 DIGIT Q NUMBER**—THIS NINE-DIGIT NUMBER IS REQUIRED IN ORDER TO LOG IN THE JOB AND BEGIN WORK ON IT. IF YOU DO NOT KNOW YOUR NUMBER, CONTACT THE PERSON RESPONSIBLE FOR ACCOUNTING IN YOUR UNIT.

**NAME OF FILE TO PRINT**—Enter the name of the FILE as it appears in the E-Mail (ex. JOBNAME.PDF).

**DATE REQUIRED:**—This is the date and time that the completed job should be returned to you.

**CALL WHEN READY**—A check mark in this box means you want to be called when your job is completed instead of having it delivered to you. Please be sure to enter your name and phone number in the boxes labeled 1st PERSON TO CONTACT and TELEPHONE NO. EXT.

**NO. OF ORIGINALS**—EACH PAGE (including blanks) is counted as an original.

**PRINT QUANTITY**—This is the number of copies you need of the entire job—i.e., 100, 500, or 2000 copies of a form, letterhead, newsletter, etc.

**PAPER SIZE**—Size of the paper stock the job will be printed on.

**HOW PRINTED**—“Head to head” means printing like a book or newspaper (tops remain at the top when turning pages). “Head to foot” means the top of the front side is the bottom or foot of the backside (pages are flipped instead of turned).

**PAPER STOCK (weight and color)**—**BOND** is the lightweight paper most often used for letterheads and for use in copiers and laser printers. **TEXT** refers to a paper heavier than bond that is commonly used for brochures and divider sheets. **COVER** is heavier yet and is normally used for the front and back pages of reports.

**COLOR OF STOCK**—Indicate the color of the stock you have checked.

**TYPE OF BINDING**—**Collate** means the sheets are in order by page number with odd numbers on the front and even numbers on the back. **Side stitch** means using staples down the left side of the printed job (usually 2 or 3). **Saddle stitch** means two staples on the center fold of a booklet. **Corner staple** means one staple in the upper left or upper right corner. **GBC** is the punching of rectangular holes and the insertion of plastic spiral binders. **Velo Bind** means a narrow plastic strip is attached along one side of the project in a row of 1/8" round holes. **Tape Binding** refers to a strip of black or white tape that acts as a spine.

**DRILLING**—This refers to the number of holes and which edge of the sheet or report you want the holes to be drilled.

**ADDED INSTRUCTIONS**—Note any special requests or requirements not noted on the form. (ex. shrink wrap, padding for memo pads, etc.)